

## CHAPTER 3

### CUSTOMER REQUIREMENTS

#### *Section 3A—CHAPTER OVERVIEW.*

**3.1. Chapter Overview.** In this chapter, we discuss the policy, process, and procedures applicable to retail supply customer requests for supplies and equipment, management of customer backorders, and the creation and management of bench stock accounts. The remainder of this chapter is organized into three sections: Customer Requests, Backorder Management, and Bench Stock Management.

3.1.1. **Section 3B.** Customer Issue Requests. In this section we discuss the policy and processes applicable to customer requests for supply and equipment items. We explain how customer requests are prioritized and the process for requesting special/unique items from the Logistics Readiness Squadron (LRS)/supply activity. Lastly, we detail the submission methods for customer requests to the LRS/supply activity.

3.1.2. **Section 3C.** Customer Backorders. This section describes the processes and procedures associated with backorder management. We discuss the how a customer due-out is created in the retail supply system. Then, we discuss the due-out follow-up process. Finally, we explain the customer due-out validation process.

3.1.3. **Section 3D.** Bench Stock Management. This section provides an overview of the policies and processes underlying Bench Stock Management. We start with a general discussion of customer bench stock accounts. Then, we explain the policies and procedures for the establishment of bench stock accounts, the bench stock re-supply process, and the bench stock review process.

#### *Section 3B—CUSTOMER ISSUE REQUESTS.*

**3.2. Section Overview .** This section details the responsibilities and processes related to the placement of customer requests via the retail supply system. The retail supply system supports many different types of customer requests, for example—supplies, bench stock, supply point, equipment, Special Purpose Recoverable Authorized Maintenance (SPRAM), and special/ unique items. The priority assignment and submission of customer requests are also discussed in this section.

3.2.1. Types of Customer Issue Requests. Air Force policy requires that base customer requests for supplies and equipment items be submitted to the retail supply system. Refer to **Attachment 3B-1** for an illustration of customer issue requests process flow in the retail supply system. Customers that need supplies from the retail supply system submit either expedite or routine issue requests. See **Attachment 3B-2** for customer issue request submission methods. Normally, the AF Form 2005 is used to prepare customer issue requests. See **Attachment 3B-3** for AF Form 2005 preparation details. Expedite requests represent an urgent need for an asset from Supply in order to prevent a work stoppage or other mission degradation situation. Routine requests are used for items that do not normally cause any type of work stoppage or mission degradation. Regardless of the type of customer request, Supply customers must identify specific data elements associated with a request, such as—the priority, force activity designator ((FAD)—see **Attachment 3B-5**), urgency justification code ((UJC)—see **Attachment 3B-6**), mark-for (see **Attachment 3B-7**), item identification, job order number, etc.

3.2.1.1. Expedite Customer Issue Requests. Expedite customer issue requests are used when materiel is required to satisfy mission requirements in a short period of time. Expedite customer

issue requests have an urgency of need designator (UND) code equal to 'A' or 'B' and are normally assigned a supply response priority of 01 thru 04. Refer to [Attachment 3B-5](#) for additional explanation about UND codes. Note high priority issue requests increase the overall costs of supply support by increasing transporting and handling costs. To minimize these costs, make sure the UND assigned is consistent with the urgency of need (reference AFI 23-111 and AFI 16-301). Misuse of priority designators adversely affects the integrity of the retail supply system, wastes resources, and degrades the overall supply support you receive.

3.2.1.1.1. Supply Response Priorities. The supply response priorities (determined by the customer) are used to indicate the maximum time that may elapse from the time the Logistics Readiness Squadron/supply activity receives the customer request until the customer physically receives the materiel. Additionally, customers must specify an appropriate supply response priority for orders. The Supply response priorities (01 thru 07) denote the maximum time that may elapse before assets are delivered to the customer. Each installation/base may set-up local procedures to outline specific delivery routes and scheduled delivery times to meet customer supply response priorities. Refer to [Attachment 3B-4](#) for an explanation of the supply response priorities.

3.2.1.1.2. Mission Capable (MICAP) Customer Requests. MICAP customer requests are the highest priority type of expedite request and are used to order parts required for the repair of mission essential equipment. The first position of the urgency justification code (UJC) equal to slash (/), one (1), or J denotes MICAP customer requests in the retail supply system. Requests for items to satisfy MICAP conditions are processed in the retail supply system as "Fill" or "Kill". If the requested item(s) are available in stock, they are issued to customer and no further action is required. However, if assets are not available, the supply customer must provide specific details about the order that alert the LRS/supply activity a MICAP condition exists. When a MICAP condition exists, the supply customer provides the appropriate MICAP UJC as part of the customer order verification process. The UJC identifies the requested item to a specific end item, mission or type of issue request. Refer to [Attachment 3B-6](#) for list of authorized MICAP UJCs.

3.2.1.1.3. Awaiting Parts (AWP) Customer Requests. AWP customer requests identify materiel needed to repair other spares. Urgency justification code (UJC) 'AR' and 'BR' denote AWP requests in the retail supply system. AWP customer requests may be placed for expendable (bit and piece) or shop replacement unit (SRU) items required to repair a line replacement unit (LRU). The end item application must be entered on AWP requests. When items required to satisfy AWP customer requirements are not available from retail supply system stocks, the requests are normally backordered.

3.2.1.2. Routine Customer Issue Requests. Routine customer issue requests are assigned an urgency of need designator (UND) equal to "C" and normally have a supply response priority 05 or higher. Routine customer issue requests do not normally cause work stoppages or mission degradation. Examples of routine customer requests may include paint products, rags needed for routine maintenance, furniture, pens, paper, and other assorted supplies and equipment. Bench stock issue requests are normally considered routine requests. Refer to section 3D for a discussion of the bench stock support process.

3.2.2. Requests for Special/Unique Items. There are times when supply customers need to order special/unique items in order to accomplish the mission. The following items are classified as special/unique: Civil Engineer-managed assets, ammunition, local manufacturer, local purchase, Defense

Reutilization Marketing Office (DRMO) assets, continuous forms, hazardous materiel, and Government Purchase Card (GPC) purchases. The GPC process authorizes the customer to purchase authorized supplies, equipment, and non-personal services. The local LRS Commander/Chief of Supply may provide additional instructions for GPC purchases. Refer to AFI 64-117 for specific guidance on the use of the GPC (formerly known as the Air Force Government Purchase Card Program). Refer to [Attachment 3B-8](#) for the procedures to request special/unique items. When requesting items that contain hazardous or potentially hazardous material, the Base Bioenvironmental Engineer must approve the item for use before you submit your request to the LRS/supply activity. See [Attachment 3B-10](#) for the information used to identify hazardous materials.

3.2.3. Requests for Non-NSN/Local Purchase Items. Some expedite, routine, and local purchase customer requests are for non-stock listed items. That is, the item part number (if applicable) may not cross reference to a stock number. In these instances, supply customers submit a DD Form 1348-6 (non-NSN requisition, manual) to the LRS/supply activity. To ensure the correct item is ordered, supply customers should make every effort to provide complete item descriptive information. Such information includes the price, allowable price tolerances, and suggested sources of supply. Refer to [Attachment 3B-9](#) for DD Form 1348-6 preparation instructions.

3.2.4. Supply Point Customer Requests. Supply points are forward stockage locations managed by the LRS/Supply activity. Supply point customer issue requests are made to the retail supply system using basically the same process as described for expedite issue requests. The main differences are the transaction identifier code is MSI, the customer must enter specific information in the mark-for field on the issue requests to indicate which supply point detail record will satisfy (issue from) the customer request, and due to the physical location of the assets (within the maintenance organization), supply point issues are categorized as over the counter requests.

3.2.4.1. Advantages of Maintaining Supply Points. The purpose of supply points is to forward warehouse supply stocks, thus making the assets more readily available to using activities. Supply points are set up via coordination between the LRS/supply activity and the applicable Maintenance Control Officers or other appropriate organizational managers. The supported organization is responsible for the overall management of the supply point assets within their possession. The management includes—assists supply personnel during the scheduled inventories, maintain supply discipline when ordering assets from the supply point, ensuring assets placed on supply points are serviceable inventories, and must provide secure space and facilities to store supply point assets.

3.2.4.2. Supply Point Qualification. Items stocked in supply points are usually assets peculiar to the needs of the activity being supported; however, items common to more than one Maintenance function may be stocked in a supply point. Any item(s) of supply except equipment items (ERRCD NF, ND) are authorized for stockage in supply points. Prior approval from the LRS/supply activity is required before stocking expendable items (ERRCD equal XB3) in supply points.

3.2.4.3. Supply Point Establishment Requests. Organizations requesting the establishment of a supply point must submit a list of desired items to the LRS/supply activity. This list shall include all assets to be stored in the supply point and include the following item information: stock number, part number, nomenclature, end item application (i.e., weapon system, end item, or equipment), and identify if functional check is required for the assets.

3.2.4.4. Supply Point Adjusted Stock Level (ASL) Requests. Supply point assets are forward stock and must be supported by positive requisitioning objective. Therefore, there may be times

when a supply customer is asked by LRS/supply activity personnel to prepare and submit an ASL request to establish and maintain a supply point stock level. Failure to submit the ASL could delay supply point support. See [volume 2, part 2, chapter 19](#) for ASL request submission (AF Form 1996) instructions. NOTE: Non-Airborne Communications- Electronics (C-E) XD\* items to include space, weather and missile system assets do not require the use of an AF Form 1996. See [volume 2, part 2, chapter 19](#) for procedures on establishing Low Density Levels for C-E XD\* items.

### ***Section 3C—CUSTOMER BACKORDERS.***

**3.3. Section Overview.** This section describes how supply customers can monitor their backorders for supplies and equipment in the retail supply system. In this section, we discuss the customer due-out process, including the procedures for creating, modifying, and canceling customer backorders. We discuss the funding implications when due-outs are created and cancelled. We then explain the due-out follow-up process in the retail supply system. Lastly, we detail the customer due-out validation process.

3.3.1. Creating Customer Backorders (Due-Outs). Customer backorders (due-outs) are created in the retail supply system as necessary when customer requirements cannot be immediately satisfied from stock. Refer to [Attachment 3C-1](#) for details about the customer backorder process flow in the retail supply system. To place a backorder, customers must provide specific information about their order request to ensure the backorder is correctly created in the retail supply system. The customer must ensure their organizational account has sufficient funds available to pay for the requested item, if necessary. Note for O&M funded items, the creation of a backorder commits the customer's funds. In addition to providing basic order request information (stock number, required quantity, organization and shop code, etc.), customers must ensure the appropriate urgency justification code (UJC) is entered on the order requests. See [Attachment 3B-6](#) for additional details about the UJC. Note some UJC(s) causes an automatic backorder in the retail supply system when no assets are available in the LRS/supply activity.

3.3.2. Modifying Customer Backorders. There may be times when supply customers may need to change data on an existing backorder in the retail supply system. To request modification of a backorder, customers should contact the LRS/supply activity (Customer Service, Stock Control, or designated OPR). The following elements may be changed on customer backorders: supplementary address, project code, force activity designator (FAD), urgency justification code (UJC), required delivery date (RDD), and mark-for. Once the requested changes are processed by Supply personnel, the retail supply system sends the appropriate transactions to update any applicable requisition for that backorder to the source of supply.

3.3.3. Canceling Customer Backorders. Customers may request cancellation of existing backorders when necessary. To request cancellation, customers submit request to the LRS/supply activity (e.g., Customer Service, Stock Control, or designated OPR). The cancellation requests may be submitted via written correspondence, telephone call, or identified for cancellation on one of the backorder review listings (daily document listing (D04), priority monitor report (D18), etc.). The Cancellation requests shall include: 1) the stock number; 2) the due-out document number; 3) the cancellation quantity; 4) and the maintenance action taken code and net repair cycle days if item falls under DIFM control (refer to [Part 13, Chapter 6](#)).

3.3.3.1. Funding Implications for Backorder Cancellation. There are instances when customers are still charged for an item, even if a cancellation is requested. The charge to the supply cus-

tomers is called a direct charge (Document identifier code = 1PU). When a direct charge is applied, it denotes the AF Stock fund incurred expenses that cannot be recovered, therefore, the customer still must be charged for the requested item. Refer to [Attachment 3C-2](#) for details about canceling customer backorders and the rules used by the retail supply system for granting credit.

3.3.3.2. Reversing Direct Charges from Customer Accounts. The LRS/supply activity's Supply Management Activity Group (SMAG) manager is the approval authority for the reversal of direct charges from a customer's account in the retail supply system. Once approval has been granted, the SMAG manager submits a written request (including the reasons for reversal and other relevant information) to the LRS/supply activity to take reversal actions in the retail supply system and credit the customer's account. The following are some valid circumstances for requesting the reversal of a direct charge from a customer's account.

3.3.3.2.1. Customer backorder erroneously canceled by Logistics Readiness Squadron/supply activity personnel.

3.3.3.2.2. Quantity errors made on the input of a backorder cancellation input by Logistics Readiness Squadron/supply activity resulting in cancellation and applying the direct charge.

3.3.3.2.3. Customer erroneously canceled a backorder that can be re-established or the cancelled item can be issued to the customer without penalty to the SMAG.

3.3.4. Backorder Review and Validation Process. Supply customers are responsible for periodically reviewing their backorders in the retail supply system to ensure all backordered items are still needed. This review is vital, because it affects customer funds and the availability of applicable weapon systems, end items, and equipment. The review is conducted between the LRS/supply activity and the supply customer. When backorder items are no longer required, cancellation should be requested. Refer to [Attachment 3C-3](#) for the procedures to accomplish the backorder review and validation process.

3.3.5. Backorder Follow-Up Process. Customers should contact the LRS/supply activity (designated OPR) to follow-up on the supply status of existing firm customer backorders when the expected delivery date is not satisfactory. Requests for follow-up may be submitted in writing or by telephone. The requests must include the stock number, the document number (from the issue request), the quantity requested, the requisition number (if known), and a mission impact statement. The mission impact statement communicates the mission impacts attributable to the non-availability of the item on backorder. The LRS/supply activity determines the status of the backordered item, including what actions have been taken by the depot to satisfy the backorder requests, and provides a response to the customer.

3.3.6. Requesting Improved Status via Supply Difficulty Reporting. When deficiencies resulting from a delay in item support (outstanding requisition) cannot be corrected locally and will ultimately affect the operational capability of the base or unit, supply customers prepare and submit an AF Form 1667, Supply Difficulty Report. The requesting organization must fill out blocks 1 through 8 and forward the report to the LRS/supply activity (designated OPR). The LRS/supply activity will complete the form before submitting it to the source of supply. Refer to [Part 13, Chapter 6](#) for further details about the supply difficulty report process.

***Section 3D—BENCH STOCK MANAGEMENT.***



**3.4. Section Overview.** Bench stocks are generally comprised of low cost, expendable items (assigned ERRCD = XB3), non-hazardous, high use items that are physically located and stored within the maintenance work area. The bench stock process was designed as an efficient and effective method for increasing mission support. The main advantages of a customer bench stock account are 1) the ready availability of items when needed and 2) the reduced administrative burden (no paperwork) to customers using the assets. This section describes the processes for supply customers to manage their supply bench stock accounts. We detail the bench stock procedures for establishing and re-supplying organizational bench stocks, and the bench stock review process.

3.4.1. Set-Up of Bench Stock Account. Setting up a bench stock is a joint effort between the customer organization and LRS/supply activity. The supported organization must coordinate with the LRS/supply activity to communicate what types of items are authorized on bench stock, to set up a maximum dollar threshold, and to identify the bench stock location. The supported organization's commander must submit a letter to the LRS/supply activity to request a maximum dollar threshold be established for the bench stock account. The threshold identifies a ceiling/cap on the unit price for an item on the bench stock account. The maximum dollar threshold may vary from organization to organization and is at the discretion of the supported organizational commander. Some considerations for that decision should include: Proximity to the main supply warehouse where the stock is kept, cost of the items and the levels desired, frequency of the demand for the items, and mission impact if the items are not readily available. The retail supply system alerts the user when the bench stock account threshold is breeched. When a breach occurs, the LRS/supply activity (responsible OPR) notifies the bench stock organization to validate if they want to override the threshold or not. The applicable Group Commander's approval is required in order to exceed the established maximum dollar threshold for any item. LRS/supply activity will maintain deviation approval letters in file as long as the dollar threshold for the items exceed the current approval maximum dollar threshold for that organization. Refer to, Chapter 11 for an explanation of the bench stock process used in the LRS /supply activity.

3.4.2. Bench Stock Maintenance Responsibilities. Organizational customers and LRS/Supply personnel must perform a variety of duties to effectively maintain a bench stock account. Refer to [Attachment 3D-1](#) for an explanation of those specific responsibilities. Also, see, [Chapter 11](#) for additional details about the bench stock process.

3.4.3. Organizational Initiation of Bench Stock Replenishments. There are instances when maintenance activities assume some the LRS/Supply responsibilities for initiating bench stock replenishments. When the customer assumes the responsibilities, they call in the replenishment needs to the LRS/supply activity. After making the call, they annotate the customer's AF Form 465, Bench Stock Inventory, with the date of the call and person contacted. This form is then filed in date sequence within the customer's organization. The supported organization screens the Daily Document Register (D04) to make sure issue requests for bench stock replenishments are processed. Listed below are the instances that apply when the supported organization is authorized to maintain bench stock accounts in lieu of the LRS/supply activity.

3.4.3.1. Organizational Bench Stock Access Restrictions. When access restrictions apply (secure area, etc.) or when authorized by the Logistics Group Commander (or equivalent), the LRS/supply activity commander may agree to allow the supported activity to assume LRS/supply activity replenishment initiation responsibilities. Refer to [Attachment 3D-1](#) for a list of those responsibilities.

3.4.3.2. Off-Base Supported Organizations. Unless specifically included in a joint tenancy agreement, or some specific directive, the LRS/supply activity will not perform walk-thru, inventory, deliver or bin property bench stock assets to off-base organizations.

3.4.4. Bench Stock Review Process. Supply customers must periodically review their bench stocks to ensure they have the right mix of items to support their needs. The two review products used for the review are the Monthly Bench Stock Review (M04 List) and Semi-Annual Bench Stock Review (S04). See Chapter 11 for additional details about the monthly and semi-annual reviews.

3.4.4.1. Monthly M04 Review. Each month, LRS/supply activity personnel will provide the supported bench stock organization with the M04 listing. The M04 listing contains bench stock recommended adds/changes/and deletes. The customer should 1) review each add, change, and delete recommendation to determine if they accept the recommended changes to their bench stock account, 2) annotate the changes (if any) on the listing, and 3) sign and return the listing to the LRS/supply activity. If the customer does not want any of the recommended changes, then no action is required.

3.4.4.2. Semi-Annual S04 Review. The semi-annual bench stock review (S04) is also a listing of recommended adds/changes/and deletes. It differs from the monthly review in that it's a formal review between the LRS/supply activity and the supported organization. Once the semi-annual review is completed, the supported organization signs the S04 listing to the LRS/Supply activity. LRS/Supply personnel will make the necessary changes (if any) in the retail supply system.

3.4.4.3. Requesting Bench Stock Adds/Changes/Deletes. In addition to the scheduled reviews (monthly and semi-annul), supply customers may request additions, deletions, and changes to bench stocks by telephone, informal memo, or formal correspondence. Requests for bench stock additions, deletions, or changes do not require review, approval, or justifications. Special emphasis should be placed on adding items to bench stocks that are normally used in a different quantity unit pack than the unit of issue (e.g., bolts, nuts, screws, rivets, wire, etc.).

**ATTACHMENT 3A-1**

**RESERVED**

**3A1.1. Reserved for Future Use.**

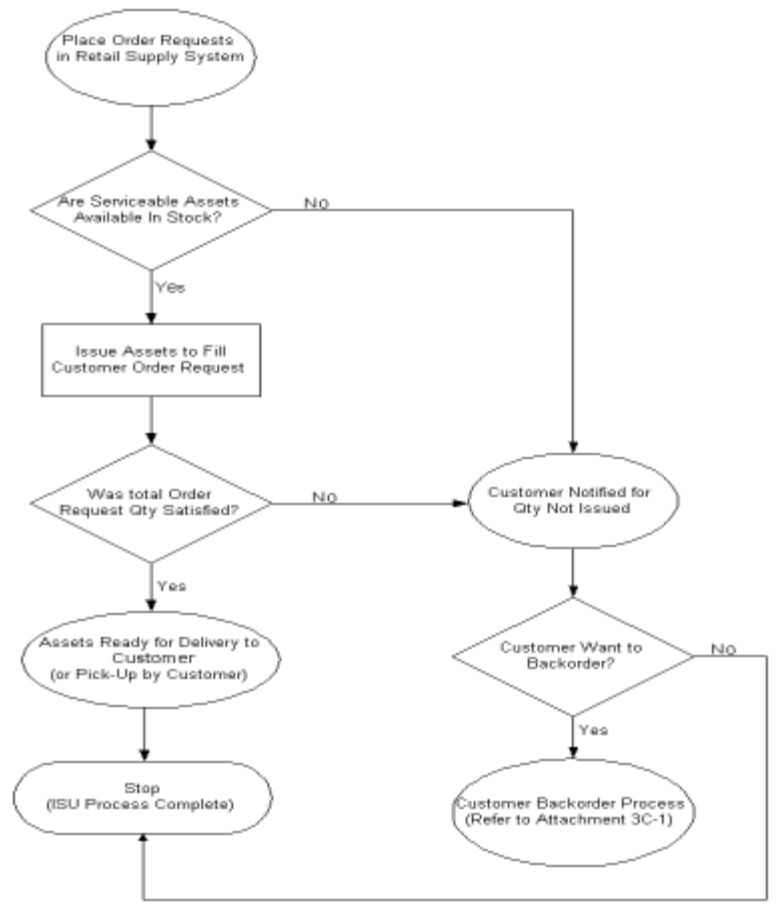


**ATTACHMENT 3B-1**

**CUSTOMER ORDER REQUEST PROCESS FLOW**

**3B1.1. Purpose.** To illustrate the customer order process flow in the retail supply system.

Figure 3B1.1. Customer Order Request Process.



**ATTACHMENT 3B-2**

**SUBMISSION METHODS FOR CUSTOMER REQUESTS**

**3B2.1. Purpose.** To explain the authorized methods of customer requests submission and call-in points for customer requests to the LRS/Supply Activity.

**Table 3B2.1. Submission Methods & Call-In Locations.**

Type of Request	Submission Methods	Call In Point Location (LRS/Supply Activity)
Expedite (Del Priority < 05) MICAP/AWP Supply Point	Radio, telephone, intercom, tele-type, mail, system interface (IMDS/G081), in person, or any medium available  Required submission form: AF Form 2005 (Issue/Turn-In Requests)	Demand Processing, Customer Service, Flight Service Center (Supply Point Requests Only)
Routine (Del Priority > 04)	Radio, telephone, intercom, tele-type, mail, system interface (CAMS/G081), in person, or any medium available  Required submission form: AF Form 2005 (Issue/Turn-In Requests)	Demand Processing, Customer Service
Bench Stock Replenishments		Bench Stock Support, Customer Service
Equipment	Refer to <a href="#">Part 13, Chapter 8</a>	Equipment Management
SPRAM	Refer to <a href="#">Part 13, Chapter 8</a> Required submission form: AF Form 2005 (Issue/Turn-In Requests)	Equipment Management
Janitorial & Office Supplies (pens/paper/etc),	In Person	Retail Sales, Base Service Store
Military Clothing (Individual Equipment Items)	In Person	Individual Equipment Element

**ATTACHMENT 3B-3**

**SAMPLE AF FORM 2005-ISSUE/TURN-IN REQUEST (SUBMISSION FORM)**

**3B3.1. Purpose.** To list the AF Form 2005 as a sample and to provide instructions for preparing the form.

Figure 3B3.1. Sample copy of an AF Form 2005.

TRIC		DEL. DESI		AS		A. INSPECTOR, NAME, DATE (TIN)										B. INSPECTOR, NAME-STAMP, DATE (TIN)																																	
		TOTAL REQ.		DATE																																													
1	2	3	4	5	6	7																																											
							REQUESTER, TIME & DATE (ISU)																																										
STOCK NUMBER										UNIT OF		QUANTITY		C.										DOCUMENT NUMBER										CND															
NSC					NIIN					ADDN		ISSUE												ACT		ORG		SHOP		DATE		SER. NO		CND															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44													
PART NUMBER																				E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																													
D. PART NUMBER/MGFR. CODE OR NAME/REMARKS																																																	
WORK ORDER					TEX		ECON		FAD		VS		PROJECT		PRI		REQ DEL DATE		UJC		MARK FOR										F. T.O. PSC AND/OR ERRC																		
SHIP TO					51	52	53	54	55	56	57	58	59	60	61	A1	62	63	64	65	66	67	68	69	70	71	72	73	74	75			76	77	78	79	80												
					45	46	47	48	49	50																																							
G. TIME & DATE OF DELIVERY					H. DELIVERY TIME										J. NOMENCLATURE																																		
AF FORM 2005 JUN 83 PREVIOUS EDITION WILL BE USED.																																								U.S. GOVERNMENT PRINTING OFFICE: 1984-443-373									



**Table 3B3.1. Instructions for Preparing the AF Form 2005-Issue/Turn-In Request.**

POSITION NUM-BER	ENTRY
Block A	Name of requesting individual and telephone number.
1-3	Transaction Identification Code (TRIC)  For expedite and routine issue requests, the TRIC is an ISU.  For issues from a supply point, the TRIC is an MSI. Note the MSI and ISU transactions require the same input data elements.
4-6	Delivery destination.
7	Issue Exception Code (IEX). Enter the IEX code on the issue requests if one exists on the input stock number. The IEX code identifies issue condition peculiar to an item (see <a href="#">chapter 3</a> ). Some of the following items may contain an IEX Code: Health hazardous, photographic, random length, etc., Refer to <a href="#">Chapter 11</a> for a complete listing of authorized IEX codes used in the retail supply system.
8-22	NSN. If a NSN is not available, then provide a DD Form 1348-6, DOD Single Line Item Requisition System Document (Refer to <a href="#">Attachment 3B-9</a> for preparation DD Form 1348-6 instructions). Note, use this field to enter the part number when applicable.
Block E	Technical order, figure and index. Part number and the CAGE code.
23-24	Unit of issue.
25-29	Quantity required.
30	Activity Code:  X = Expedite Request  R = Routine  J = IMDS/G081  Note, if the customer is not sure, leave blank and the LRS/supply activity personnel will assist in determining the correct activity code.
31-33	Organization and shop code.

44	<p>Demand code. The supply customer is responsible for providing the demand code during issue requests process. The following demand codes are authorized for use in the customer requests:</p> <p>Code ‘C’ (Contractor): Used on requests from a contractor for items required in support of an authorized contract. DIFM control is not established on this code and should be used only when it is anticipated that a like item will not be turned in.</p> <p>Code ‘I’ (Initial Issue): Used on issue requests submitted to satisfy an original shortage or installation or to replace an item that was originally installed, but was later lost. Examples are requests for items to be installed in bench test sets or mockups, or items lost in flight, fire, or crash. No turn-in of an unserviceable item is involved; nor is a DIFM control established. Note, Submit a letter of initial issue when requesting the initial issue of a repair cycle item (ERRCD XD2 or XF3).</p> <p>Code ‘N’ (Non-recurring): This code is used for one-time requests for items for which no future need is expected. Nonrecurring requests include items issued to perform modification or retrofit, or to replace items in a kit with a newer item. DIFM control is established on repair cycle assets. It should be used when requesting unusually large one-time requirements that are out-of-phase with normal needs.</p> <p>Code ‘R’ (Recurring): This is the most commonly used code. It applies to day-to-day issues to an organization for normal operations when it is anticipated the item will continue to be required in the future. This code will establish DIFM control on repair cycle assets. It is normally used when replacing a like item that is suspected to be or actually is unserviceable or one that is condemned.</p>
45-50	Work order number, if applicable
51	Transaction Exception Code, if applicable
53	FAD. Normally, left blank. The LRS/supply activity has already assigned the FAD you are authorized to your organization record, so the retail supply system will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct support of another organization with a higher FAD, enter that organization’s FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support.
57-59	Project code. Project codes are 3-digit characters assigned by the Joint Chief of Staff (JCS), DOD, and the Military Services for identifying special projects. The project code also allows logisticians to identify supply transactions associated with the project. The project code is a dual-purpose field. For AWP requests, enter the standard reporting designator (SRD) in the project code field. This is necessary because the entire mark-for field (which is where the SRD would go in positions 74-76) is consumed by the 14-position end item AWP document number. See <a href="#">CHAPTER 3</a> for additional information about project codes.
60-61	Supply Response Priority Maintenance (formerly called delivery priority) (Refer to <a href="#">Attachment 3B-4</a> ).
62-64	Required Delivery Date, if applicable
65-66	UJC. Identified by two elements. The first position of the UJC is the Urgency of Need Designator (UND). The second position of the UJC is the type of requirement. For MICAP requests, provide the appropriate MICAP UJC and list the type model, series, and serial number of end item, weapon system, or equipment. Refer to <a href="#">Attachment 3B-6</a> for a complete list of UND and UJC codes.
67-80	Mark-For. Use this field to identify the end item on which the requested item will be used. For instance, if the item is required for an aircraft, enter the aircraft serial number, SRD, the work unit code, and the MAJCOM code in this field. Refer to <a href="#">Attachment 3B-7</a> for an explanation the data elements for the mark-for field.

Block J	Nomenclature. Enter a meaningful nomenclature in this field
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**ATTACHMENT 3B-4**

**SUPPLY RESPONSE PRIORITY & MAINTENANCE REPAIR DESIGNATORS**

**3B4.1. Purpose.** To provide a list of supply response priority and maintenance repair designators and the corresponding definitions for each designator.

Table 3B4.1. Supply Response Designator Codes and Definitions.

DESIGNATOR	DEFINITION
1	Aerospace vehicles on alert status, war plan or national emergency missions, including related AGE, munitions equipment, and CEM equipment. CEM systems or equipment including associated AGE supporting alert, war plans, or national emergency requirements.
2	Primary mission air vehicles, missile support aircraft, air launched missiles, and related AGE, munitions, munitions equipment, and CEM equipment for the first 8 hours after landing or start of recovery or within 6 hours of a scheduled launch, alert, or test flight, and during simulated generations. Air evacuation, rescue, and weather mission aerospace vehicles and related AGE, munitions, munitions equipment, and CEM equipment. All transient tactical and tactical support aircraft. Transient tactical and tactical support aircraft. Primary mission CEM systems or equipment, including associated AGE, when repair is impacting mission accomplishment. Flight or missile crew training simulator or other training equipment related AGE requiring repair, which is impacting the mission by preventing or delaying student training.
3	Primary mission air vehicles, missile support aircraft, engines, air launched missiles and related AGE munitions, munitions equipment, and CEM equipment undergoing scheduled or unscheduled maintenance. Transient air vehicles not otherwise listed. Administrative aircraft within 8 hours of scheduled flight or on alert status with standby crews. Time change requirements for nuclear weapons. Scheduled and unscheduled maintenance of munitions that would prevent or delay mission accomplishment, if not performed. PME requiring emergency repair or calibration, the lack of which will prevent or delay mission accomplishment. Spares not available in the LRS/supply activity. (Applies to selection of Maintenance repair priority designator only.) Critical end-item and repairable spares or supply designated "priority repair" spares. Routine maintenance of aircrew or missile training simulators, other training devices, or related AGE sites. Overdue scheduled maintenance to include periodic inspections, delinquent routine TCTO and MCL, and other time change items. Primary mission CEM systems or equipment including associated AGE when repair will not impact mission accomplishment. Alternate equipment provided to ensure uninterrupted operation of primary mission equipment. AGE requiring emergency repair or calibration, the lack of which will delay or prevent mission accomplishment. Repairable spares when like serviceable spares are not available in Supply. All base emergency vehicles, aircraft fuels servicing vehicles, alert vehicles, 463L-loading vehicles, and crash or fire vehicles deadlined for parts conditions.
4	Routine or extensive repair of primary air mission and related AGE and repair cycle assets. Administrative aircraft undergoing scheduled or unscheduled maintenance. Routine maintenance of AGE, not otherwise listed above. WRM items due maintenance or inspection. Inspection, maintenance, and TCTO compliance of MSK or MRSP materiel. Extensive repair of aircrew or missile training simulators, other training devices, or related AGE. Inspection, maintenance, and TCTO compliance of munitions and munitions equipment, excluding spares excess to base requirements not listed above. Scheduled calibration and unscheduled repairs on PME not listed above. Scheduled maintenance to include periodic inspections, routine TCTO, MCL, and time change items. Primary mission CEM systems or equipment including associated AGE undergoing extensive repair or modification. Repair of other CEM systems or equipment including associated AGE. Repair of CEM repair cycle assets. WRM items due maintenance or inspection. Repair and calibration of AGE not included above. Routine or extensive repair or modification of training equipment and related AGE not scheduled for instructional use within the next 8 hours. Scheduled calibration and unscheduled repairs on PME not listed above. Base vehicles. All VDP conditions except for ambulances, crash or fire trucks, and aircraft refueling vehicles.

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5	Non-tactical or non-primary-mission aircraft undergoing extensive repair. Fabrication and repair of aeronautical items not carrying a higher priority. Bench stock requirements. Extensive repair of aircrew training devices. Time change requirements not listed above. Routine repair of missiles, AGE, and RPIE, including repair cycle assets. Alternate and other CEM systems or equipment, including associated AGE undergoing extensive repair or modification. Clearing routine delayed discrepancies on training equipment or AGE, and routine maintenance that will not impair or affect mission accomplishment. Equipment requirements.
6	Fabrication and repair of non-aeronautical items.
7	Spares excess to base requirements.



ATTACHMENT 3B-5

URGENCY OF NEED (UND)/FORCE ACTIVITY DESIGNATOR (FAD) MATRIX

**3B5.1. Purpose.** To list and explain the elements of the UND and FAD. Illustrate how the retail supply system uses the UND and FAD to determine the off base UMMIPS requisitioning priority.

**3B5.2. UND Identification and Relative Information.** The UND is a one-position alpha/numeric value used to express varying degrees of urgency operational mission capability is jeopardized due to assets non-availability. It's also a factor used to help calculate the requisition priority for the customer's backorder requests.

**Table 3B5.1. Und Codes and Definitions.**

UND CODE	ASSIGNMENT AND USE
A	Lack of the requested item prevents mission accomplishment. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use.
1	Lack of the requested item prevents mission accomplishment because the end item is not operationally ready, out-of-commission, or inoperative. Depending on the FAD of the requesting organization, a priority of 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply. This code is assigned by the LRS/supply activity if the item is needed to repair a MICAP reportable end-item (see notes 1 and 2).
B	Lack of the requested item impairs mission accomplishment by decreasing effectiveness and efficiency. Depending on the FAD of the requesting organization, a priority 04, 05, 06, 09, or 10 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use.
C	This code is used for stock replenishment, initial stockage of parts for new end-items, or other routine requirements that do not qualify for assignment of a higher UND. UND C is automatically assigned to all requests when a higher urgency of need is not specified. When this code is used, priority 11, 12, 12, 14, or 15 is assigned to the off-base requisition.
J	Lack of the requested item impairs mission accomplishment because the end-item is not fully equipped or is operating in a limited or restricted capacity. This code is assigned by the LRS/supply activity if the item is needed to repair a MICAP reportable end-item. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply (see note 2).
/ (slash)	Lack of the requested item creates a reportable battle damage condition. This code relates to UJC AA and is used for UND A requirements when the MICAP condition was caused by hostile action. Use of this code generates a MICAP condition code M (see note 2).
Notes for UND codes:	
1	Refer to the SRD Table in CAMS/REMIS to determine which end-times are MICAP reportable and for their related SRD
2	AF Standard UJC's are used for all non-MICAP requirements. The following applies for verified MICAP issue requests--the first position of the s Air Force UJC is replaced by the MICAP UND indicator 1, J, or / (slash). These MICAP UND indicators are used by the retail supply system to generate a MICAP condition code and report. Refer to <a href="#">Attachment 3B-6</a> for the authorized combinations of for MICAP UND to UJC.

**3B5.3. Force Activity Designator (FAD).** The FAD is a one-position numeric character that may be entered on customer issue requests. The authorized FAD codes are one (1) thru five (5). The FAD signifies the relative order of importance of a supported organization requesting supplies and equipment items. Additionally, the retail supply system uses the FAD, in conjunction with the Urgency of Need Designator (UND), to determine the priority designator assigned to output requisition transactions used for customer backorders. The HQ USAF Program Document (short title PD) is the authority for FAD assignment for Air Force organizations, sections/elements, activities, and/or projects.

3B5.3.1. FAD Override. When mission dictates, the supply customer may override the existing FAD that already exists on the organization's account record within the retail supply system. However, extreme caution shall be used to prevent priority abuse when exercising the FAD override option.

**Table 3B5.2. UND/FAD Matrix for Requisitioning Priority Assignment.**

FAD	Urgency Of Need Designator		
	A, 1, J, / ( <i>Slash</i> )	B	C
	Requisitioning Priority for Backorder:		
I	1	4	11
II	2	5	12
III	3	6	13
IV	7	9	14
V	8	10	15

**ATTACHMENT 3B-6**

**URGENCY JUSTIFICATION CODES (UJC) MATRIX**

**3B6.1. Purpose.** To explain the two-position alpha/numeric code used on customer order requests to determine the urgency of need and type of requirement (justification) as described below. Use AF standard UJC's for all non-MICAP order requests. The first position of the USAF standard UJC code will be replaced by the SBSS MICAP UND indicator 1 or J for verified MICAP reportable end item issue requests. These MICAP/UND indicators are used to generate a MICAP condition. The corresponding MICAP condition codes generated are listed below.

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**Table 3B6.1. UJC Table Matrix.**

CONDITION	DESCRIPTION	MICAP UND/UJC FLAG	MICAP CONDITION CODE	STANDARD UJC (Non-MICAP)	NOTE
NMCS	Aerospace vehicle not mission capable supply(includes ICBM)	1A	G	AA -- --	
PMCS	Aerospace vehicle partial mission capable supply(includes ICBM)	JA	F	AA	
BD	Battle damage	/A	M	AA -- --	
ROCP	Radar out of com- mission for parts(equipment out of commission)	1C	K	AC BC CC	
ROLP	Radar out of com- mission for parts(equipment operating in limited or restricted capacity)	JC	L	AC BC CC	
NAIOP	Navigational aids in-operational(equipment out of commission)	1D	K	AD BD CD	
NAILP	Navigational aids in-operational for parts (equipment operating in a limited or restricted capacity)	JD	L	AD BD CD	
CCMEIPCommunications	1E crypto/meteorological equipment inoperative for parts (includes L systems) (equipment out of commission)	K		AE BE CE	
CCMEIPCommunications/	JE crypto/meteorological equipment inoperative for parts(includes L systems)(equipment operative in limited or restricted capacity)	L		AE BE CE	
VDP	Vehicle dead-lined (in-operative) for parts	1F	V	AF BF CF	
PMCS	P-15 fire fighting vehicle partial mission capable supply	JF	N	AF BF CF	
AGEOCP Aerospace ground	1G equipment out of commission for parts (includes an inoperative test station segment if required to repair an essential asset listed in the command Mission Essential Spares Listing	W		AG BG CG	
AGEOLP Aerospace ground	JG equipment out of commission for parts (equipment operating in limited or restricted capacity)	R		AG BG CG	
ECM	Electronic warfare pod inoperative or missile or drone not mission capable supply (excludes ICBM)	1H	E	AH BH CH	
MUNITIONS	Aerospace munitions not mission capable supply	--		AJ BJ --	
WS	Industrial/production in repair or manufacture of primary weapons, equipment, or supplies having a work stop- page due to the lack of materiel	--		AK BK --	Note 1

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VRP	Vital base real property facility inoperative (includes missile RPIE, fuels laboratory and servicing facilities)	--	--	AL BL CL	
ENG NMCS	Aerospace engine(applyes to MICAP reportable and MICAP non-reportable engines) is not mission capable supply	1M	E	AM BM CM	
RDTP	Space research/ development/test engineering project stopped for supplies	--	--	AN BN CN	
PMEL	Part required for repair of non-MICAP reportable items by precision measurement equipment laboratories	--	--	AO BO CO	
NMCS	MICAP reportable precision measurement equipment inoperative for parts(equipment out of commission)	1O	W	AO BO CO	
PMCS	MICAP reportable precision measurement equipment inoperative for parts (equipment operating in a limited or restricted capacity)	JO	R	AO BO CO	
TDIOP	Training equipment--trainer cannot be used to perform any degree of it designated training objective	1P	G	AP BP CP	
TDILP	Training equipment--trainer can be used but is not capable of performing all of the command training objectives due to one or more designed capabilities being inoperative	JP	F	AP BP CP	
DD	Delayed discrepancy entry records	--	--	-- BQ CQ	
AWP	Materiel required to repair unserviceable recoverable assets in the repair cycle that need parts to return them to a serviceable condition	--	--	AR BR --	
HWM	Materiel required to maintain health, welfare, morale, or support personnel	--	--	-- BS CS	
WRM	Mobility kit, mobility equipment shortages, war consumables inviolate level, Harvest Eagle re-placement requirements, LOGDET mobility requirements	--	--	-- BT CT	Note 2
TCTO	Materiel required to comply with time change/time compliance technical orders	--	--	AU BU CU	
MEE	Initial/replacement of controlled mission equipment (including SPRAM requirements) and station set and housekeeping set items	--	--	AV BV CV	Note 3
WOR	Workorder requirement not otherwise described	--	--	AW BW CW	
EAID	Initial/replacement of EAID shortages not otherwise described	--	--	-- -- CX	



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NAIRS	MICAP reportable airborne image recording and support equipment	1Y	P	AY BY --	
PMCS	MICAP reportable image recording and support equipment partial mission capable	JY	F	AY BY --	
HPMSK	Initial or replacement requirements in support of high priority mission support kits (MRSP de tails containing type WRM spares code F) This UJC will be assigned under program control as appropriate	--	--	BT -- --	
IJC	All requirements not otherwise described	--	--	AZ BZ CZ	
DC	Disease or calamity medical disaster relief supplies or equipment to prolong life in case of critical injury, fatal disease, or calamity.	--	--	-- AZ --	Note 4
EIC	Organizational clothing to provide a minimum of essential clothing to an individual.	--	--	-- BZ --	

Notes for UJC Matrix:

1	Urgency justification code AK and BK are used only by AFMC activities with SRAN 7048 or 2180, or any SRAN within the 20 or 23 series except 2300.
2	Submit requests for new or increased pre-positioned war reserve materiel requirements using UND C as the normal method. If an overriding operational situation justifies immediate support, the using major command may authorize the use of UND B.
3	Use urgency justification codes AV and BV when circumstances such as unit activation, deployments, etc., dictate the use of priority requisitioning to obtain equipment and when the lack of which would prevent or impair the accomplishment of the unit's mission.
4	Establish a FAD 3 due-out for DC condition order requests. UJC AZ will create a priority 03 requisition and a due-out; UJC BZ will create a priority 06 requisition and a due-out.

## ATTACHMENT 3B-7

### MARK-FOR DATA

**3B7.1. Purpose.** To list mark-for field attributes used on the customer issue requests.

**3B7.2. Mark-For Information.** The mark-for is used to identify specific information (e.g., aircraft serial number, standard reporting designator (a.k.a. weapon system identifier), work unit code, major command (MAJCOM), end item document number for AWP requests, detail number (relative for assets that maintained on detail records), and miscellaneous information about the customer's order requests. For a detailed list of all mark-for data edits used by the retail supply system on customer issue requests, refer to Chapter 11.

**SRD Assignment.** The importance of assigning the correct SRD to customer order requests cannot be overemphasized. In no case, should an individual arbitrarily assign SRD codes. Please use/assign the correct SRD that denotes the weapon system, end item, or equipment that you have deemed inoperable and requires supply support.

3B7.2.1. When no other SRD is available, and the requested part is not in support of a weapon system, end item, or equipment, use one of the following SRD's—RSA, RSB, RSC, RSD, and ZZZ.

**Table 3B7.1. Mark-For Format and Relevant Information about the Mark-For Attributes.**

Mark For Data	Field Positions	Why it's Important
Aircraft Tail Number, End Item Serial Number	67 - 73	Identifies the specific aircraft tail number or serial number for which the item has been deemed inoperable
Standard Reporting Designator (SRD)	74 - 76	<p>Identifies the specific end item, weapon system, or equipment that is inoperable.</p> <p>The retail supply system uses the SRD to record consumption against the weapon system, end item, or equipment. The consumption data can be used to allocate more or less assets to support the mission for a given base/MAJCOM/or the overall Air Force. Failure to use the appropriate SRD on customer requests can skew the consumption data.</p> <p>The SRD is a factor that is used to report metrics to higher level AF leadership that indicates how well the base's LRS/supply activity is supporting the various weapon systems.</p>
Work Unit Code	77 - 78	Identifies the first two position of the work unit code that correlates to an end item, weapon system, or equipment.
MAJCOM Code	79 - 80	Identifies the specific MAJCOM code.
End Item Document Number	67 - 80	Required by the retail supply system on awaiting parts requests (identified by UJC equal to 'AR' or 'BR') to record the end item document number for which the bit and piece will be ordered against.
Detail Record Document Number	67 - 80	Required by the retail supply system on customer order requests when the asset is going to be issued from a detail record (e.g., supply point, material readiness spares packages (MRSP))

**ATTACHMENT 3B-8**

**REQUEST FOR SPECIAL/UNIQUE ITEMS**

**3B8.1. Purpose.** To explain the procedures used to requests special/unique items from the appropriate activity. The references are provided to assist in locating the procedures for special items either managed on not managed in the LRS/supply activity.

**Table 3B8.1. Procedures to request special/unique items.**

Type of Request	Procedures for Request/Additional Guidance	Notes
Civil Engineer	Refer to procedures in <a href="#">Chapter 31</a> .	
Ammunition	Submit requests to the munitions supply account.	
Defense Reutilization & Marketing Office (DRMO)	<p>Submit requests via AF Form 2005 to the Logistics Readiness Squadron/Supply Activity.</p> <p>Access to DRMO: Direct mission organizations that need access to DRMO may be granted access when personnel present a current employee or military identification card. Non-mission organizations (i.e., special services or non-appropriated organizations) must submit written requests for access to DRMO. Refer to DoD Manual 4160.21-M (Defense Utilization &amp; Disposal Manual, chapter 9 and <a href="#">chapter 5, section B</a>) for DRMO access procedures.</p> <p>Issue Assets from DRMO: When property is available in DRMO, the customer shall contact Stock Control or Customer Service for action to get the issue requests approved and processed.</p>	
Local Manufacturer (Items Coded 'FM')	Submit AF Form 2005 or DD Form 1348-6 for non-NSN items to the LRS/Supply Activity. The requesting activity must furnish the necessary drawings, specifications, examples, etc., for the requested item when the responsible maintenance activity does not have the data (drawings, diagrams, etc..) to make the item. Otherwise, when the maintenance activity has the necessary data (drawings, sketches, or samples) to make the item, then the nomenclature shall contain 'SR' (sample required) and the customer shall provide that necessary information.	
Hazardous Materiel	<p>For installations with an HAZMAT Pharmacy, Refer to the Installation HAZMAT Management Program procedures in AFI 32-7086 (Section 2A).</p> <p>For installations with no HAZMAT Pharmacy: Customers may requests hazardous materiel thru the LRS/supply activity using the following procedures:</p> <p>Check the Health Hazardous Authorization List to see if the item and organization has been pre-approved by BES. If so, then submit AF Form 2005 to LRS/supply activity.</p> <p>If health hazardous items have not been pre-approved, the customers must get prior approval from the BES prior to submitting the issue requests to the LRS/supply activity.</p>	
Local Purchase	<p>Submit using DD Form 1348-6 for non-NSN items to the LRS/Supply Activity. Provide the appropriate level of detail about the needed item on this form.</p> <p>Provide price estimates, any allowable price tolerance, and suggested sources where the item can be purchased.</p> <p>If the requested item contains hazardous or potentially hazardous materials, then the customer must obtain approval from the Base Bioenvironmental Engineering office prior to submitting requests to the supply activity for processing.</p>	<p>DD Form 1348-6: Refer to <a href="#">Attachment 3B-9</a><a href="#">Attachment 3B-9</a>.</p> <p>Hazardous Material Identification: Refer to <a href="#">Attachment 3B-10</a></p>

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Brand Name	<p>Brand name requests are used when only one manufacture's item can satisfy the order requests. Submit brand name requests using a DD Form 1348-6 to the LRS/supply activity. The technical reasons and justification that competitive procurement to purchase the item cannot be used must be submitted along with the DD Form 1348-6.</p> <p>When the customer wants desires a brand name, but another brand will suffice, submit the brand name and enter the phrase "Or Equal" along with the DD Form 1348-6 and the technical reason and justification is not required.</p>	
Sole Source	<p>Sole source requests exist when only one procurement source is used to procure the item or a suitable substitute. Submit sole source requests to the LRS/supply activity via a DD Form 1348-6. The technical reasons and justification why the item(s) can only be satisfied from one source must be submitted along with the DD Form 1348-6.</p>	
Marginally Punched Continuous Forms	<p>Submit request for forms to the Electronic Publishing Website at <a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>.</p>	



**ATTACHMENT 3B-9**

**DD FORM 1348-6, NON-NSN REQUISITION REQUEST FORM**

**3B9.1. Purpose.** To list the sample copy of the DD Form 1348-6 and provide the instructions for preparing this form.

Figure 3B9.1. Sample DD Form 1348-6.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION* (NSN, FSCM, Part No., Other)																UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER					
							FSCM						PART NUMBER											REQUISITIONER										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
DOCUMENT NO. (Cont.)							D E M A N D	S E R V	SUPPLEMENTARY ADDRESS						S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY	REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK							
DATE				SERIAL																														
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	
												REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																				
														*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																				
														2. MANUFACTURER'S NAME																				
3. MANUFACTURER'S CATALOG IDENTIFICATION												4. DATE (YYMMDD)						5. TECHNICAL ORDER NUMBER																
6. TECHNICAL MANUAL NUMBER												7. NAME OF ITEM REQUESTED																						
8. DESCRIPTION OF ITEM REQUESTED												8a. COLOR						8b. SIZE																
9. END ITEM APPLICATION												9a. SOURCE OF SUPPLY																						
9b. MAKE						9c. MODEL NUMBER						9d. SERIES						9e. SERIAL NUMBER																
10. REQUISITIONER (Clear text name and address)												11. REMARKS																						

FOLD LINE

**DD Form 1348-6, FEB 85** *Edition of Apr 77 may be used until exhausted.* **DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)**

Table 3B9.1. Instructions for Preparing DD Form 1348-6.

POSITION NUMBER	ENTRY
1-3	Left blank by the initiating activity. Used by Stock Control on requisitions submitted to the source of supply. TRIC ISU is assigned by Demand Processing only if the requested item can be identified by an NSN or local stock number.
4-6	Left blank by the initiating activity. Demand Processing or Customer Service personnel determines and enters RI on the lower margin of the remarks block.
8-22	Left blank by the initiating activity. Stock Control personnel enters the manufacturer's code and part number. Leave this part of the form blank when the part number exceeds 10 positions or the manufacturer's code is unknown (identified by 'ZZZZZ'). When an NSN is known, but the Air Force is not a recorded user, enter the NSN in the remarks field, indicating the Air Force is not a recorded user.
23-24	Left blank by the initiating activity. Demand Processing or Customer Service personnel places the proper unit of issue in the lower margin of the remarks block.
25-29	To be completed by Stock Control personnel. Take this information from the accompanying AF Form 2005.
BLOCK	ENTRY
1	Self-explanatory.
2	Enter the manufacture's name and address if known. If more than one, enter on the reverse side of the form.
3	If applicable, enter the commercial catalog number and the date that identifies this item.
5	Enter the technical order number, figure, and index number.
6	Enter the technical manual number.
7	Self-explanatory.
8	Enter a complete description of the item, the first 19 characters being the most pertinent descriptive data recommended for stock number directory purposes. MIL-STD-12B abbreviations may be used. Use common commercial terms. Be realistic and use identifiable purchase descriptions. Continue on the reverse side of the form if this block is too small. Include the unit price, if known; otherwise, enter an estimated unit price. Answer the following when writing a commercial description:
	a. What is it? Start description with a proper noun.
	b. What is it made of? Paper, wood steel, aluminum, plastic.
	c. What are the critical elements? Shape, size, color, outside diameter, height, length.
	d. What are its principal characteristics? Nontoxic, technically or chemically pure, high grade, commercial or construction grade.
	e. What does it do? Holds, drives, separates, connects.
	f. What type of work is it used in? Electrical, mechanical, plumbing.
	g. How is it used? Is it mainly used by itself or with other items?
	h. What is it used for? Indicate its use or purpose.
	i. Where is it used? Is it a part of a complete assembly?
	j. Is it recoverable? Can a used item be repaired economically?
8a	Self-explanatory.
8b	Self-explanatory.

9-9e	Blocks 9 through 9e contain data applicable to the end-item.
10	Left blank by the initiating activity. The item research function personnel of Demand Processing enters the organization name and proper address. Example: 58 Supply Sq, Luke AFB AZ. For DD Forms 1348-6 dated before April 1977, enter this information in the remarks block.
11	Enter the organization identification, indicator, and telephone number. For locally procured items, the using activity is responsible for identifying safety standards, specification, constraints, or hazards. The local safety office is available to assist the organization, if needed.

**ATTACHMENT 3B-10**

**LOCAL PURCHASE HAZARDOUS MATERIAL IDENTIFICATION**

**3B10.1. Purpose.** To list and identify items that contains potentially hazardous materiel and requires controls to ensure safety to life and property, according to DoD Instruction 6050.5 and Federal Standard 313B.

**3B10.2. Identification by FSC .** The FSC's listed below denotes that all items with the FSC must be identified as potentially hazardous materials:

**Table 3B10.1. FSC Containing Hazardous Materials.**

FEDERAL SUPPLY CLASSES	TITLE
6810	Chemicals
6820	Dyes
6830	Gases (Compressed and Liquefied)
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compound
8040	Adhesives
FSG 91	(Packaged Products Only)
9110	Fuels (Solid)
9130	Liquid Propellant and Fuels (Petroleum Base)
9135	Liquid Propellant Fuels and Oxidizers (Chemical Base)
9140	Fuels, Oils
9150	Oils and Greases (Cutting, Lubricating, Hydraulic)
9160	Miscellaneous Waxes (Oil and Fats)

**3B10.3. FSC Requiring Base Bioenvironmental Engineer (BEE) Coordination.** Federal Supply Classes in which only hazardous items needs to be coordinated with the Base Bioenvironmental Engineer office.

**Table 3B10.2. FSC Requiring BEE Coordination.**

FEDERAL SUPPLY CLASS	TITLE	HAZARDOUS ITEMS REQUIRING IDENTIFICATION
1370	Pyrotechnics	Warning fuse, fire starter
1375	Demolition Materials	Explosive device
2520	Vehicular Power	Items containing asbestos, transmission components
2530	Vehicular Brake	Items containing asbestos, for example, steering, axle, wheel, and track components
2540	Vehicular	Items containing asbestos, for example, furniture and accessories
2640	Tire Rebuilding and Tire and Tube Repair Materials	Only items containing flammable or toxic compounds
3433	Gas Welding, Heat Cutting, and Metalizing Equipment	Compressed gases
3439	Welding and Brazing Supplies	Only hazardous items such as cleaning acids, flux, and supplies that contain or produce hazardous fumes
3610	Printing, Duplicating and Bookbinding Equipment	Flammable or toxic litho-graphic solutions
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	Only those items producing hazardous fumes
3680	Foundry Machinery, Related Equipment, and Supplies	Flammable or toxic casting compounds
4240	Safety and Rescue Equipment	Those items that release oxygen or contain compressed or initiating charges
5610	Mineral Construction Materials (Bulk)	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compounds
5640	Wallboard, Building Paper, and Thermal Insulating Materials	Asbestos cloth which has loose fibers or that may become airborne
5820	Radio and Television Communication Equipment (Except Airborne)	Those circuit cooler items containing bases that are regulated as hazardous to the earth's ozone layer
5835	Sound Recording and Reproduction	Those recording tape cleaners containing hazardous cleaning fluids or packaged in pressure containers
5910	Capacitors	Those items containing poly-chlorinated-biphenyls
5915	Filters and Networks	Those items containing poly-chlorinated-biphenyls
5920	Fuses and Lighting Arresters	Those items containing radio-active materials
5925	Circuit Breakers	Those items containing radio-active materials
5935	Connectors (Electrical)	Those items containing flammable chemicals
5950	Coils and Transformers	Those items containing poly-chlorinated biphenyl's

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5960	Electron Tubes and Associated Hardware	Those items containing radio-active isotopes and requiring labels that require special precautions when prepared for air shipment
5965	Headsets, Handsets	Those items containing magnetic material speakers
5970	Electrical Insulation and Insulating Materials	Those items containing flammable solvents
5985	Antennas, Waveguides, and Related Equipment	Those kits containing flammable chemical
5999	Miscellaneous Electrical and Oxide Electronic Components	Those contact plates containing beryllium
6135	Batteries (Primary)	Lead-acid, lithium, mercury, and alkaline (with electrolyte) batteries
6140	Batteries (Secondary)	Those wet or moist items containing corrosive or other hazardous materials
6220	Electric Vehicular Lights and Fixtures	Those items containing mercury
6230	Electric Portable and Hand Lighting Equipment	Those items containing batteries
6240	Electric Lamps	Those items containing mercury
6260	Non-Electric Light	Those items containing mercury
6350	Miscellaneous Alarm, Signal, and Security	Those items containing wet batteries or radio active materials
6505	Drugs, Biological, and Official Regents	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.
6508	Medical Cosmetics	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.
6510	Surgical Dressing Materials	Only items containing flammable solvents
6520	Dental Instruments, Equipment, and Supplies	Only items containing flammable solvents, mercury, or asbestos
6525	X-Ray Equipment and Supplies: Medical, Dental, and Veterinary	Only items containing chemical solvents
6625	Electrical and Electronic Properties Measuring and Testing Instruments	Those items containing radio-active materials
6640	Laboratory Equipment and Supplies	Only items containing flammable compounds, mercury or asbestos
6685	Pressure, Temperature and Humidity Measuring and Controlling Instruments	Item containing mercury or compressed gases
6740	Photographic Developing and finishing equipment	Those items containing radio-active compounds
6750	Photographic Supplies	Only items containing hazardous chemicals, solvents, thinners, and cements



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6780	Photographic Sets, Kits and Outfits	(See FSC 6750)
7360	Sets, Kits, and Outfits (Food Preparation and Serving Equipment)	Those items containing compressed gases such as fire extinguishers
7510	Office Supplies	Only hazardous items, such as solvent, thinners, flammable inks, and varnishes
8405	Outerwear (Men)	Those maintenance kits containing flammable solvents
8415	Clothing (Special)	Those maintenance kits containing flammable solvents
8465	Individual Equipment	Those maintenance kits containing flammable solvents
8510	Perfumes, Toilet Preparations, and Powders	Shipping containers and pressurized containers with flammable propellants only
8520	Toilet, Soap, Shaving Preparations, and Dentifrice's	(See FSC 8510)
8720	Fertilizers	Only items containing weed and pest control or other harmful ingredients or because of their composition, are hazardous
9390	Miscellaneous Fabricated Nonmetallic Materials	Those items containing flammable solvents or asbestos
9920	Smoker's Articles and Matches	Lighter fuel and matches only
9930	Memorials (Cemeterial and Mortuary Equipment and Supplies)	Those items containing formaldehyde or its solutions

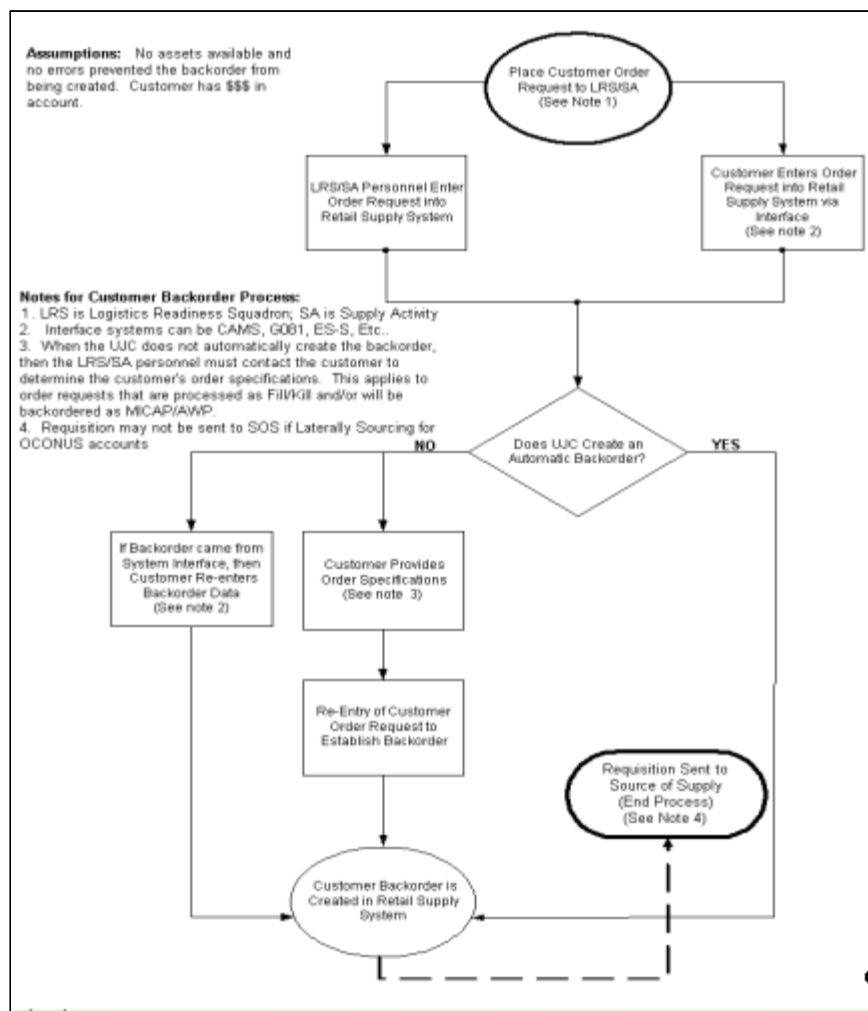
ATTACHMENT 3C-1

CUSTOMER BACKORDER PROCESS FLOW

**3C1.1. Purpose.** To illustrate the process flow for creating customer backorders in the retail supply system.

**3C1.2. Backorder Process via Retail Supply System.** Figure 3C.1 below illustrates customer backorder process. It captures the customer call-in to place the order, shows the response from the retail supply system (no assets in stock), shows the decision to backorder, and what happens once the backorder is created in the retail supply system.

Figure 3C1.1. Create Customer Backorder Process Flow.



ATTACHMENT 3C-2

**CANCELING CUSTOMER BACKORDERS & PROCESS FOR GRANTING CREDIT**

**3C2.1. Purpose.** To explain the backorder cancellation process in the retail supply system and to list the rules used to determine if credit is granted to supply customers.

Factors Used for Granting Credit. The retail supply system uses a variety of factors to determine if credit is granted to the supply customer. Those factors include: budget code, obligated due-out, un-obligated due-out, current fiscal year versus prior fiscal year, assets position, and ERRCD.

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**Table 3C2.1. Rules Used to Return Credit During Backorder Cancellation Process.**

<b>Budget Code</b>	<b>Rules Used to Grant Credit</b>	<b>Credit Returned to Customer?</b>	<b>Notes</b>
8 or 9	<i>Category 1.</i> If un-obligated due-out exists,	Credit is granted with no charge	Un-obligated means the customer's funds have not yet been expensed for requested item.
	<i>Category 2.</i> If obligated memo due-outs exists in the current fiscal year, the customer may completely/partially cancel,	Credit is granted at full value	Obligated means the customer's funds for the requested items in supply have been expensed.
	<i>Category 3.</i> If obligated memo due-outs exists in the <u>prior</u> fiscal year, the customer may completely/partially cancel,	No credit is granted. Note, although no credit is granted, the prior year's base appropriation is credited.	
	<i>Category 4.</i> If obligated firm due-outs exists in the current fiscal year <u>and</u> the ERRCD equals XF3 <u>and</u> UJC equals 'AR' or 'BR' (customer may completely/partially cancel),	100 percent credit is granted	
	<i>Category 5.</i> If the backorder is not in category 1 thru 4 (above), then the asset position is checked and compared to the existing due-in balances. If no due-in exists,	Credit is granted for the quantity cancelled. Note, checking the asset position means if the item is part of an Inter-changeable & Substitute Group, then all asset balances are considered as one item balance.	
	<i>Category 6.</i> If backorder is not in category 1 thru 5 (above), then the asset position is checked and compared to the existing due-in balances. If due-ins exist and the total due-in balance is equal to or less than the firm due-out balance (not including the due-out qty to be cancelled),	Credit is granted for the quantity cancelled	
Alpha	N/A, because customer funds are not expensed.	N/A	

**ATTACHMENT 3C-3**

**BACKORDER REVIEW & VALIDATION PROCESS**

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**Table 3C3.1. Purpose. To explain the customer backorder review and validation process.**

<b>Backorder Type</b> <i>(Based on UND)</i>	<b>Review Frequency</b>	<b>Customer Responsibilities</b>	<b>LRS/Supply Activity Responsibilities</b>
Urgency of Need Designator = 'A'	Daily or locally determined by the LRS/supply activity	<p>Receive list from LRS/supply activity. Perform review and validation IAW the instructions on cover letter.</p> <p>Only return the review listing to the LRS/supply activity if there are backorders to be cancelled.</p> <p>Note Results from the review and validation process may require the cancellation of customer backorders. The request to cancel may be submitted to the LRS/supply activity via the customer due-out validation listing, telephone, or written correspondence.</p>	Send two copies of the review listing (Priority Monitor Report—D18) to customer. Includes cover letter with instructions for review.
Urgency of Need Designator = 'A' and 'B' Combined	Weekly or locally determined by the LRS/supply activity		

Urgency of Need Designator = 'A', 'B', and 'C'	Monthly	<p>Receive M30 Due-Out Validation List from LRS/supply activity. Perform review IAW instructions on cover letter.</p> <p>Receive M09 BCE Due-Out Status Listing from LRS/supply activity. Perform review IAW instructions on cover letter. <i>Validation Process</i>—Do the Following:</p> <ol style="list-style-type: none"> <li>1) Items no longer required, line thru the entry.</li> <li>2) Quantity adjustments, circle the quantity and annotate the correct quantity on listing</li> <li>3) If backorder is under end-item control and either 'some' or 'all' of the quantity is no longer required, then annotate the list (in the space between the demand code and due-out quantity) with the maintenance taken code and net repair cycle days.</li> <li>4) If backorder is for an equipment item (located on an Equipment Authorized In-Use Detail) and a lesser quantity is required, then attach an filled out AF Form 601 requesting the EAID authorization be reduced and/or deleted.</li> </ol> <p>Returns the listing (M30/M09) to the LRS/supply activity if there are backorders to be cancelled.</p>	<p>Send two copies of the Due-out Validation List (M30) to customer organizations for validating all due-outs, except CAMS and UND 'C' equipment.</p> <p>Send M09 BCE Due-Out Status Listing to customer organizations for validating BCE backorders.</p>
Note: If there are known backorders that exists but not reflected on the review or validation lists, notify the LRS/supply activity.			



**ATTACHMENT 3D-1**

**BENCH STOCK RESPONSIBILITIES FOR ORGANIZATIONAL CUSTOMER AND LRS/SUPPLY ACTIVITY PERSONNEL**

**3D1.1. Purpose.** To list and explain the customer and LRS/supply activity bench stock maintenance responsibilities.

**Table 3D1.1. Bench Stock Responsibilities (Customer & LRS/Supply Activity).**

Duties & Responsibilities
<p>Organizational customer</p> <p>Use shadow boards to prepare, store, display bench stock contents (if applicable)</p> <p>Provide adequate storage facilities and safeguard all bench stock items</p> <p>Ensures the proper controls are in place to ensure sensitive items are safeguarded and access is limited to authorized personnel</p> <p>Perform weekly walk-through to identify and flag the bench stock bin location with a red indicator when the assets are equal to or below 50% of the authorization for that specific bin location</p> <p>Ensure shelf life items are used prior to the expiration date and older items are used before newer items</p> <p>Ensure that used cardboards, boxes, paper bags, pouches, etc., are recycled when appropriate</p> <p>Call in <u>urgent</u> bench stock requests between the weekly walk-through as needed. <b>NOTE</b>, the LRS/supply activity commander in coordination with the supported organization, determines the method for satisfying urgent bench stock requests.</p> <p>Input replenishment requests. The LRS/supply activity commander may authorize the organizational bench stock monitor use the retail supply system to enter their replenishment requests. When this option is used, the organization may waive the weekly walk through.</p> <p>Perform monthly (using the M04 Listing) and semi-annual reviews (using the S04 Listing) of the recommended additions, changes, and deletions to items on the bench stock.</p>
<p>LRS/supply activity</p> <p>Perform weekly walk-through to identify items that are out of balance and those expected to be out of stock prior to the next weekly walk through and replenish items as required.</p> <p>Conduct monthly inventories: Includes counting assets in bin locations, replenish bins at 50% or less of the authorization.</p> <p>For on-base customers only—Deliver bench stock assets to customers and stock the assets in the bin location (for on-base customers only).</p> <p>Label all bin locations.</p> <p>Turn-in excess bench stock materials (includes deleted stocks).</p> <p>Make use of recycled materials to support customer needs.</p> <p>Waive weekly walk-through: The LRS/supply activity will develop local procedures and provide training to customers on how to perform weekly replenishments using the retail supply system.</p> <p>Prepare AF Form 1996 (ASL): Should an ASL be required to support an organization's bench stock account, the LRS/supply activity will perform the necessary actions to establish the level.</p> <p>Conduct/monitor the monthly and semi-annual review and validations for recommended additions, changes, and deletions.</p>



